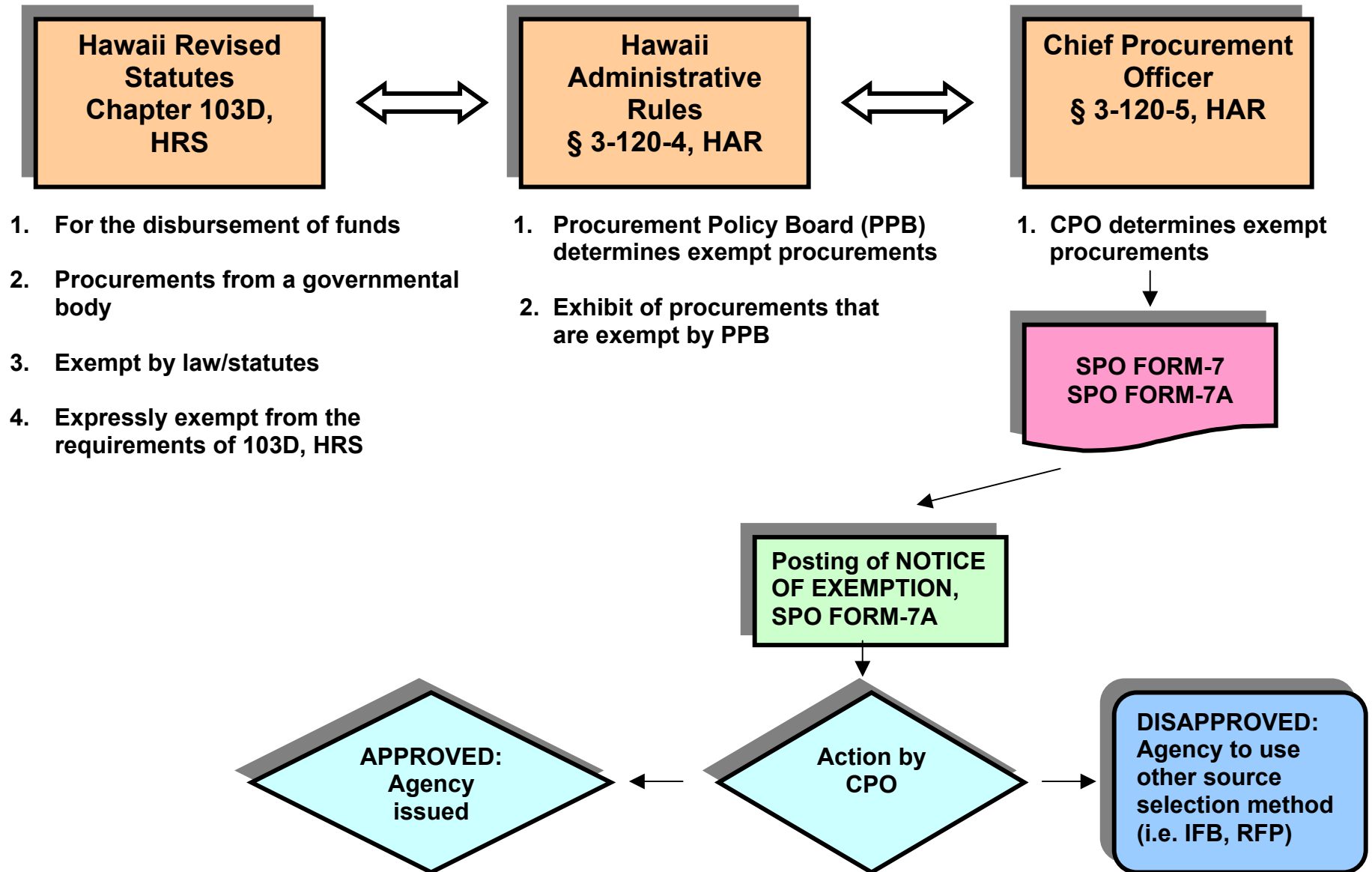


# EXEMPTIONS FROM CHAPTER 103D, HRS

Section 103D-102, HRS  
Chapter 3-120, HAR



# SMALL PURCHASE

Section 103D-305, HRS  
Chapter 3-122, Subchapter 8, HAR

## WHEN USED

Under \$25,000

### Goods & Services

#### Under \$1,000

- ▶▶ Adequate & reasonable competition
- ▶▶ Award to **best value**

#### \$1,000 to < \$15,000

- ▶▶ Minimum three quotes
- ▶▶ Award to **best value**
- ▶▶ Document: SPO Form-10

#### \$15,000 to < \$25,000

- ▶▶ Minimum three **written** quotes
- ▶▶ Award to **best value**
- ▶▶ Document: SPO Form-10/10A

### Construction

#### Under \$5,000

- ▶▶ Adequate & reasonable competition
- ▶▶ Award to **best value**

#### \$5,000 to < \$15,000

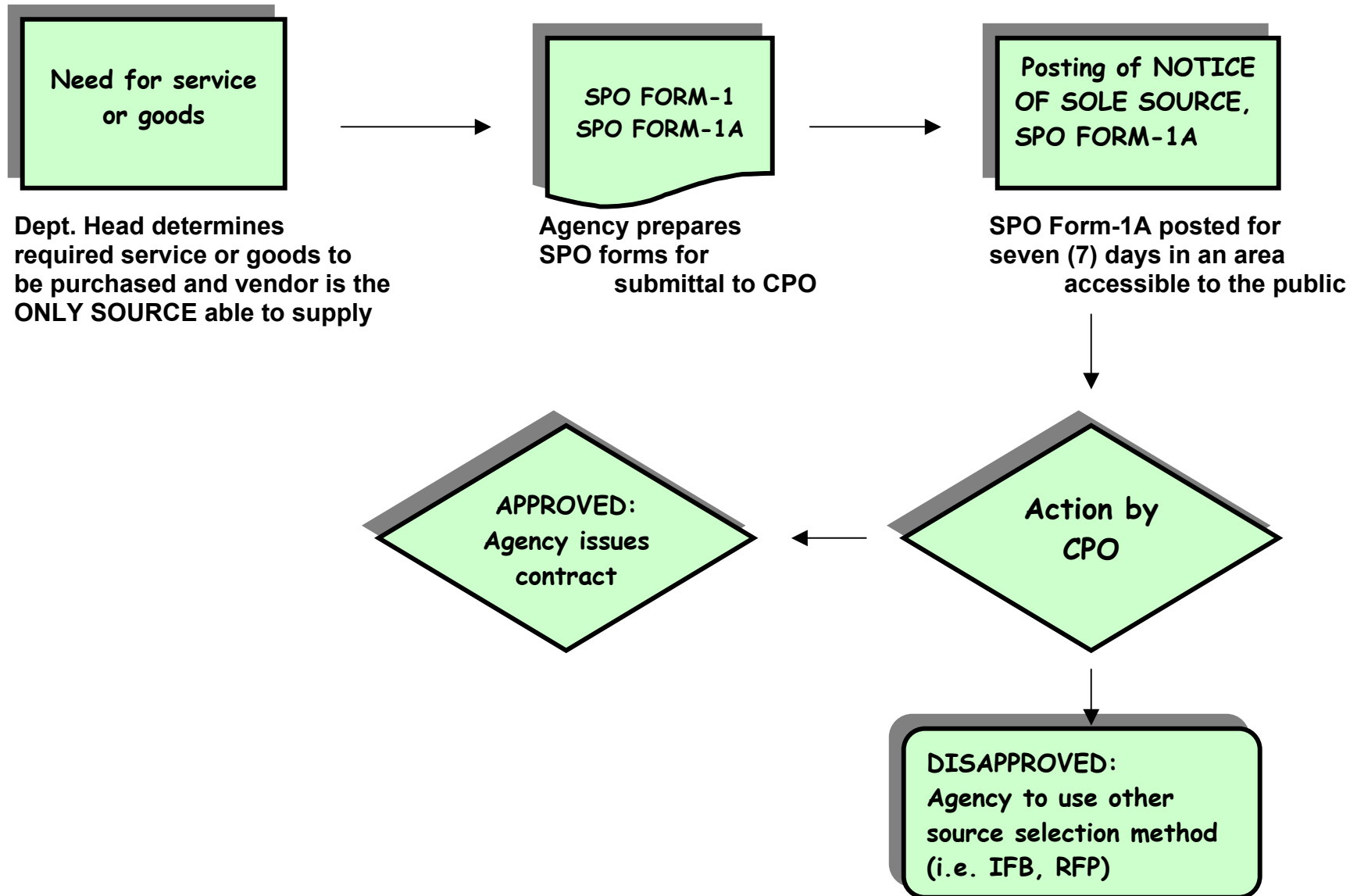
- ▶▶ Minimum three quotes
- ▶▶ Award to **best value**
- ▶▶ Document: SPO Form-10

#### \$15,000 to < \$25,000

- ▶▶ Minimum three **written** quotes
- ▶▶ Award to **best value**
- ▶▶ Document: SPO Form-10/10A

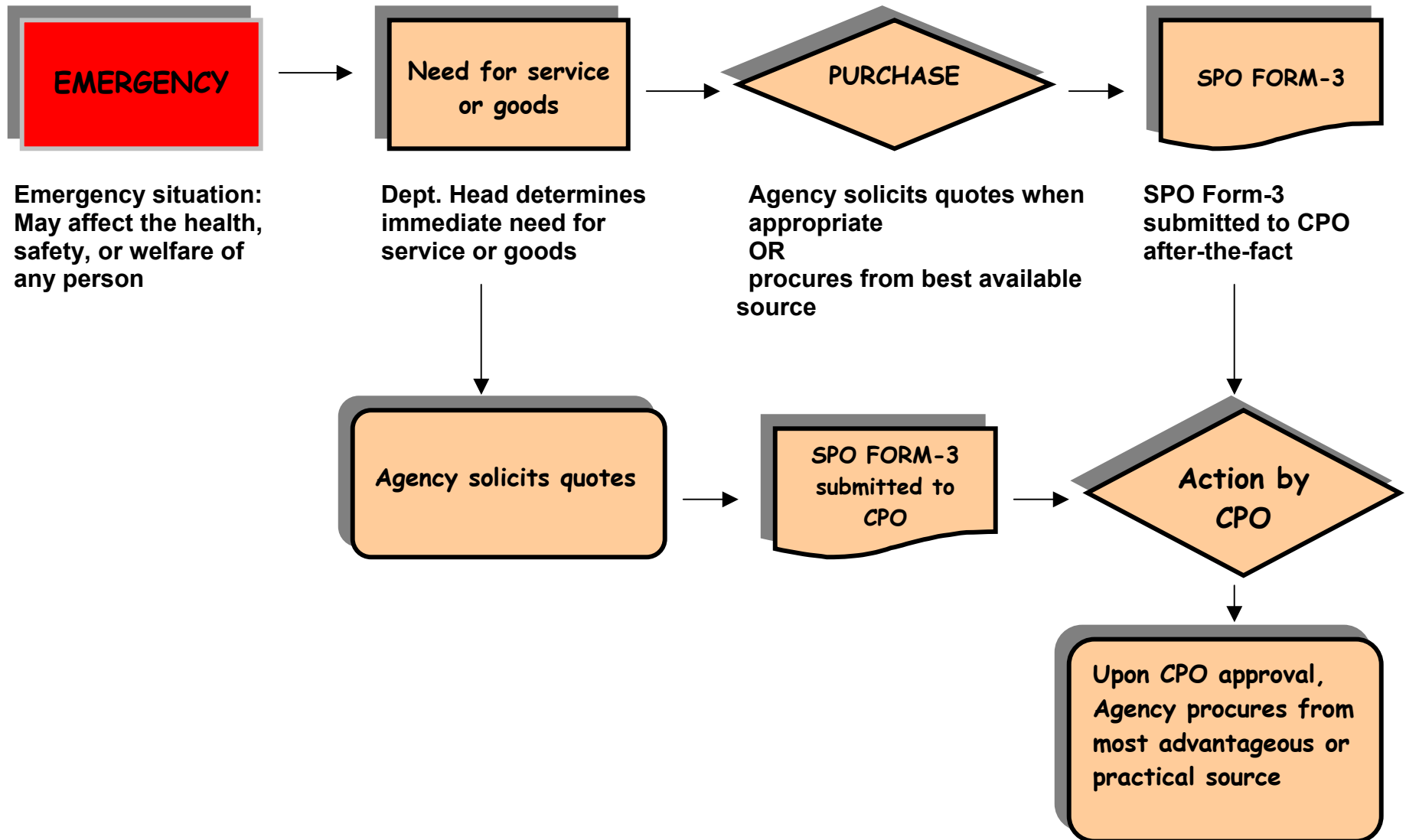
# SOLE SOURCE PROCUREMENT

Section 103D-306, HRS  
Chapter 3-122, Subchapter 9, HAR



# EMERGENCY PROCUREMENT

Section 103D-307, HRS  
Chapter 3-122, Subchapter 10, HAR



# FORMAL OFFER PROCESS

- Invitation for Bids (IFB)
- Request for Proposals (RFP)

## IFB

Section 103D-302, HRS  
Chapter 3-122, Subchapter 5, HAR

- Detailed specifications
- No discussions
- Award to low bidder

## Multi-Step IFB

Section 103D-302, HRS  
Section 3-122-22, HAR

- Combination IFB/RFP
  - Step 1 - unpriced technical proposals
    - discussions
    - determine acceptable proposals
  - Step 2 - award to bidder offering lowest priced acceptable proposal

## RFP

Section 103D-303, HRS  
Chapter 3-122, Subchapter 6, HAR

- Solution to a problem
- Evaluations
- Discussions
- Best and Final Offers (optional)
- Award based on various criteria – price may be a factor
- Debriefing of non-selected offeror

# PROFESSIONAL SERVICES

Section 103D-304, HRS  
Chapter 3-122, Subchapter 7, HAR

